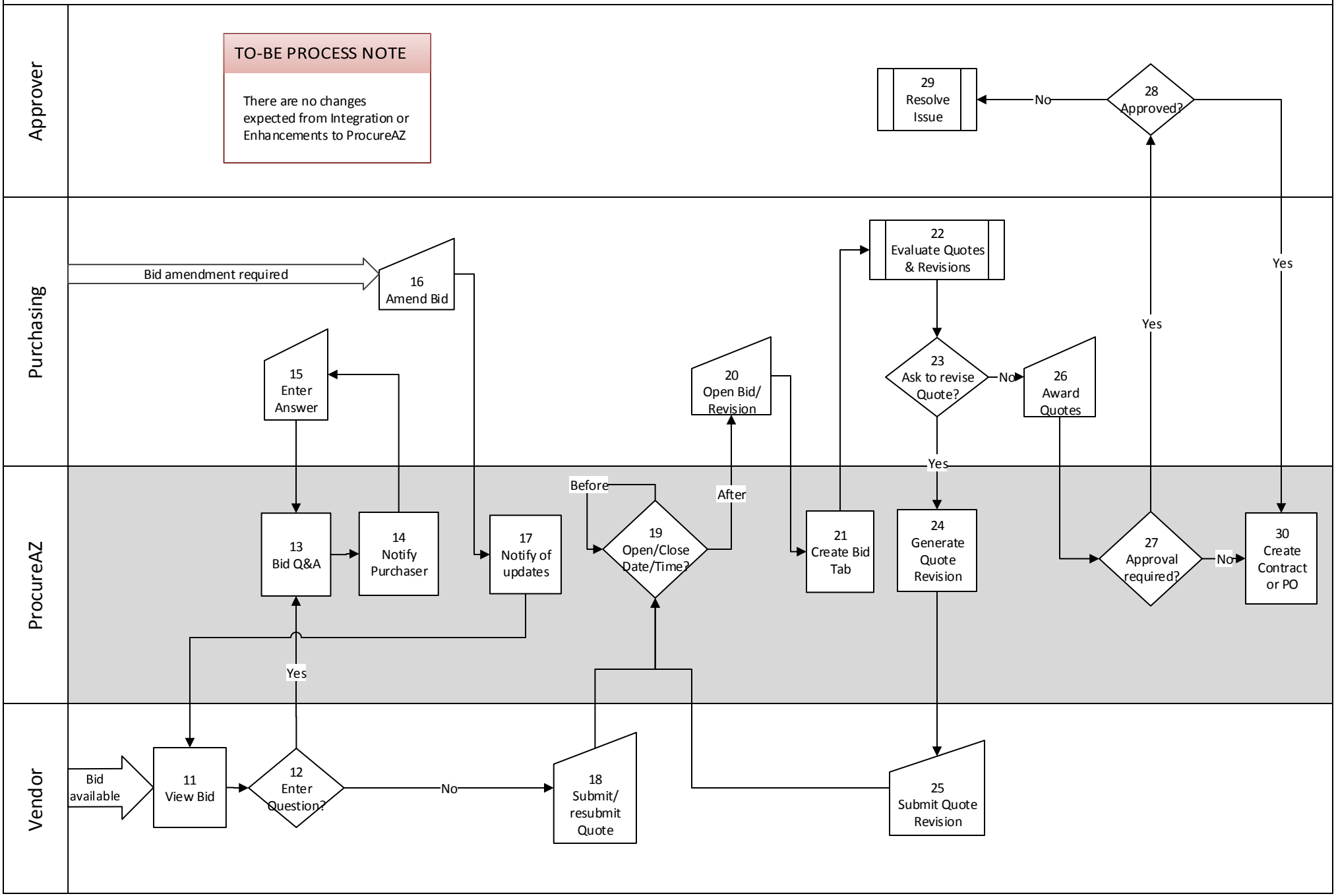
Functional Area:	PAZ – ProcureAZ	Prepared By:	SPO
Process ID:	PAZ-PUR-05	Date:	7/10/14
Process Name:	Quote, Evaluate and Award in ProcureAZ	Page:	1/1



Quote, Evaluate and Award in ProcureAZ

Process continues from Create and Distribute Bid in ProcureAZ (#11) or with decision to Amend Bid (#16).

11. Vendor views Bid; continue to #12.
12. Vendor determines whether to ask a Question of the Bid.
    a. If Vendor decides not to ask a question, skip to #18.
    b. If Vendor enters a question at the Vendor Portal, continue to #13.
13. ProcureAZ updates Bid Q&A with Vendor questions and Purchaser answers; continue to #14.
14. ProcureAZ notifies Purchaser of new Bid Question; continue to #15.
15. Purchasing answers Bid Questions; go back to #13.
16. If a Bid Amendment is required, Purchasing creates a Bid amendment; continue to #17.
17. ProcureAZ notifies Vendors of updates to the Bid; go back to #11.
18. Vendor submits or resubmits a Quote as often as desired until Bid Opening Date/Time; continue to #19.
19. ProcureAZ determines whether current time is before or after the Bid Opening or Revision Close Date/Time.
    a. If current time is before the Bid Opening or Revision Close Date/Time, hold at #19.
    b. If current time is at or after the Bid Opening or Revision Close Date/Time, continue to #20.
20. Purchasing opens Bid; continue to #21.
21. ProcureAZ creates Bid Tab from Quotes; continue to #22.
22. Purchasing evaluates Quotes and Revisions using an offline process; continue to #23.
23. Purchasing decides whether to request Quote Revisions from one or more Vendors.
    a. If Purchasing decides not to request a Quote Revision, skip to #26.
    b. If Purchasing decides to request a Quote Revision, continue to #24.
24. ProcureAZ generates a Quote Revision and notifies Vendor; continue to #25.
25. Vendor may complete the Quote Revision and submit it until the Revision Close Date/Time; go back to #19.
26. Purchasing Awards one or more Quotes from Bid; continue to #27.
27. ProcureAZ determines whether approval is required.
    a. If approval is not required, skip to #30.
    b. If approval is required, continue to #28.
28. Approvers decide whether to approve the Award.
    a. If an Approver disapproves the Award, continue to #29.
    b. If Award is fully approved, skip to #30.
29. Approver works with Purchasing to resolve issue; restart or end process as needed.
30. ProcureAZ creates a Contract or PO from Awarded Quote; end process.